

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

February 25, 2003

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**FROM: BARBARA HALSEY, INTERIM DIRECTOR
JOBS AND EMPLOYMENT SERVICES DEPARTMENT**

**SUBJECT: CONTRACTS WITH ELIGIBLE TRAINING PROVIDERS FOR THE PROVISION OF
TRAINING SERVICES FOR WORKFORCE INVESTMENT ACT, CALIFORNIA WORK
OPPORTUNITY AND RESPONSIBILITY TO KIDS, AND WELFARE-TO-WORK
PARTICIPANTS; AUTHORIZATION TO EXECUTE CONTRACT MODIFICATIONS; AND
AUTHORIZATION TO REALLOCATE UNEXPENDED FUNDS**

RECOMMENDATION:

1. Approve contracts with the following Eligible Training Providers for the provision of employment-related training services for up to 203 Workforce Investment Act, California Work Opportunity and Responsibility to Kids, and Welfare-to-Work participants, from February 26, 2003 through June 30, 2003, for a total amount not to exceed \$155,000 in aggregate during fiscal year 2002-03.
2. Authorize the Director of Jobs and Employment Services Department, or designee, to execute contract modifications regarding vendor class offerings, locations, and fees.
3. Authorize the Director of Jobs and Employment Services Department, or designee, with the approval of the Workforce Investment Board, to reallocate unexpended funds between vendors who are on the approved Eligible Training Provider List, for a maximum amount not to exceed \$100,000 per vendor.

CONTRACTOR	MAXIMUM \$ AMOUNT	CONTRACT #
Provisional Accelerated Learning Center (PAL)	\$26,000	
Redlands Adult School	\$26,000	
Sunny College	\$33,000	
Westech College	\$70,000	
Total Funding Amount	\$155,000	

BACKGROUND INFORMATION: The Workforce Investment Act (WIA) of 1998 established a comprehensive, customer-focused, workforce development system to meet the employment and training needs of the nation's job seekers and employers. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) and California Work Opportunity and Responsibility to Kids (CalWORKs) legislation (California Assembly Bill 1542) offer transitional training and employment services to assist welfare recipients in obtaining unsubsidized employment and economic self-sufficiency. Through the Balanced Budget Act of 1997, Congress funded the Department of Labor Welfare-to-Work program to assist the hardest-to-employ welfare recipients in achieving the employment and self-sufficiency goals of the PRWORA.

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The State Workforce Investment Board, in conjunction with the State Employment Development Department, developed a process for establishing a list of providers who are eligible to receive WIA funds for training services provided to adults and dislocated workers. Placement on the California Eligible Training Provider List (ETPL) is contingent upon a provider meeting state-established eligibility criteria, and approval of the Local Workforce Investment Board. The four (4) providers listed under *Recommendation* have met the required eligibility criteria, and were approved by the San Bernardino County Workforce Investment Board for inclusion on the California ETPL.

County Policy 11-05 requires that all contracts for services that exceed \$25,000 per budget fiscal year must be approved by the Board of Supervisors. On January 14, 2003, the Board approved contracts with forty-seven Eligible Training Providers. Approval of this agenda item will expand the availability of quality training opportunities for the County's eligible WIA, CalWORKs, and Welfare-to-Work participants, through June 30, 2003; and will allow the Director of JESD, or his or her designee, to execute contract modifications that may arise during the term of the contracts regarding class offerings, locations, and fees. Examples of such modifications include adding or deleting a class; adding, changing, or removing a training site location; and/or amending the cost of a class to be equal to or less than the posted price charged by the contractor for the same or similar class. Approval of this item will also allow the JESD Director, or his or her designee, with the approval of the Workforce Investment Board, to move unexpended funds between vendors who are on the approved Eligible Training Provider List, for a maximum amount not to exceed \$100,000 per vendor. This authorization will enable the Department to quickly move money among contractors without a gap in service. JESD will track the reallocation of funds between vendors, and will submit a report to the Board of Supervisors.

To date, the Board of Supervisors has approved contracts with forty-seven Eligible Training Providers, with a total amount not to exceed \$4,407,000. This current recommendation seeks approval for four additional contracts, with an effective date of February 26, 2003. The amount allocated, per contractor, represents approximately fifty percent of the total expenditures paid for these services in fiscal year 2001-02. These are fee-for-service contracts. JESD will monitor individual referrals to ensure that the total payments to all contractors who are on the approved Eligible Training Provider List, including those approved by the Board on January 14, 2003 and the contractors included in this item, will not exceed, in aggregate, the \$4,562,000 set aside for these services for fiscal year 2002-03 (\$4,322,000 in Workforce Investment Act/Welfare-to-Work funds, and \$240,000 in CalWORKs funds).

Payments to contractors will be determined by the services provided to each participant and the benchmarks established by the contracts. Costs will vary depending on the type of services provided and other funding sources available to the agencies. For example, public education institutions that receive average daily attendance funds will have lower training costs than private agencies in a remote area, and computer assisted training costs will vary from standard instructor training costs. Referrals are customer-driven and dependent upon participants' assessment results. Referrals cannot be guaranteed, and the contractors stipulate that they are capable and willing to provide services to participants as they are individually referred under the contract provisions. JESD will monitor these contracts regularly to evaluate the contractors' program performance and compliance with contract terms and conditions.

The four contracts, which were prepared using a standard template, are on file with the Clerk of the Board. Mindful of the Paperwork Reduction Act, a sample contract is provided for the Board of Supervisors to review. Attachment I delineates the services, cost per service, and the estimated number of participants to be served by each contractor.

REVIEW BY OTHERS: The providers listed under *Recommendation* were approved for placement on the California Eligible Training Provider List and award of a contract by the San Bernardino County Workforce Investment Board (WIB) Contracts and Performance Committee, and the full WIB, between June 25, 2002 and December 2, 2002. This item was reviewed by the full WIB on January 6, 2003. This item was reviewed and approved as to form by the Office of County Counsel (Regina A. Coleman, Deputy County Counsel) on February 12, 2003. This item has been reviewed by the County Administrative Office (Patricia M. Cole, Administrative Analyst III) on February 13, 2003.

FINANCIAL IMPACT: Sufficient funding for the awarded contracts listed under *Recommendation* has been included in the department's fiscal year 2002-03 budget (\$140,000 SAC-JOB; \$15,000 AAA-DPA). Funding will be provided through the Workforce Investment Act of 1998, the Federal Balanced Budget Act of 1997, and the CalWORKs allocation for welfare-to-work services, which has been included in the fiscal year 2002-03 budget. There is no additional local cost. The total payments to all vendors who are on the approved Eligible Training Provider List will not exceed, in aggregate, \$4,562,000 in fiscal year 2002-03.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on the action is fully funded by federal and state revenue sources (Workforce Investment Act, Department of Labor Welfare-to-Work, and CalWORKs) that are intact and not in jeopardy for the remainder of fiscal year 2002-03.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Barbara Halsey, Interim Director, Jobs and Employment Services Department (909-433-3330)